PDHRA On-Location Event Timeline

Event Request Received	PDHRA Coordinators Schedule Initial Intel Call	PDHRA Event is Staffed	Final Intel Call	Event Occurs	Post Event

Event Request Received

- **POC: Ensure roster contains minimum** of full SSN, first and last name, phone number, and mailing address
- **Coordinators cannot begin staffing without minimum event information**:
  - Event POC
  - Start and end date
  - PAX
  - Event location
- **POC: Utilize the notes section of the request to communicate specific circumstances of the event:**
  - Yellow Ribbons
  - Less than 8 hours of screening time
  - Unit/SM concerns that may affect referral rate
  - Uneven split between days on a multiple day event

PDHRA Coordinators Schedule Initial Intel Call

- **Coordinators contact the Main POCs listed on the original request**
  - Verify all POCs are listed that will be part of the event or they may not be included
- **Coordinators set a date and time based on your availability**
  - Please respond promptly with a good time to reach you
- **Items discussed are:**
  - Event POCs and contact info
  - Event details
  - Site access
  - Deployment information
  - Post-deployment issues/concerns
  - Equipment shipping information

PDHRA Event is Staffed

- **POC: If there are any changes or updates to the event, please ensure they are communicated to the coordinators and program managers ASAP**
- **POC: Inform the Unit/SMs to NOT complete the form online prior to the event**
  - Completing the form beforehand generates a partial form on MedPros
  - The online form does not transfer to the computer tablets, so SMs will have to redo it
- **POC: Scrub your event roster periodically** to ensure there are no changes to the PAX

Final Intel Call

- **PDHRA coordinators reach out approximately 10 days prior to the event to confirm details**
  - **POC: Verify PAX** and that the roster is scrubbed
  - **POC: Verify date and start time of the event**
  - **POC: Verify shipping address** and ensure that somebody will be available to receive the equipment at the address

Event Occurs

- **Team Lead will contact POC** a few days prior to the event to discuss final details such as:
  - Directions to event
  - Gate/facility access
  - Setup day and time
  - Start time
- **POC: Locate equipment** and ensure it is available for the PDHRA team
- **POC: Ensure event POC, Emergent POC, and CAC POCs are available** throughout the day of the event
- **POC: Ensure a consistent flow of SMs and keep in mind:**
  - Each HCP sees an average of 4 SMs/hour
  - All events start off slowly and pick up pace throughout the day

Post Event

- **Team Lead schedules time for the equipment to be picked up**
  - **POC: Ensure FedEx** will have access to the equipment at scheduled time of pick up
  - **POC:** If the equipment pickup is delayed or does not happen, contact your coordinator immediately to reschedule pickup
- **Keep in mind** -SM information cannot be uploaded into MedPros/LOD module until LHI receives the equipment